

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Assistant Public Works Director/City Engineer	<b>Job Family:</b> 3
<b>General Classification:</b> Management	<b>Job Grade:</b> 49

**Definition:** Manage the Engineering Division of the Public Works Department. Responsibilities include managing the division staff and operations. Assist the Public Works Director in the planning, organization and review of division functions including engineering design; development review; construction contract administration and inspection; traffic engineering; capital budget and projects management. Sign plans, maps and documents as Assistant Public Works Director/City Engineer; and represent the department in the absence of the Director, as assigned.

**Distinguishing Characteristics:** The Assistant Director serves as full-line assistant to the director or assumes responsibility for a major division and, in addition, performs general administrative tasks for the director. Receives general direction from the Public Works Director. Exercises direct supervision over professional, supervisory and technical staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Manage the day-to-day operations of the Public Works Department—Engineering Division and assist in the overall management of the department.
2. Direct and oversee the development and execution of work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
3. Represent the Public Works Department—Engineering Division to outside agencies, the public and within the City organization.
4. Assist in the development and implementation of department goals, objectives, policies and procedures.
5. Supervise, direct and coordinate special engineering studies; prepare reports and findings.
6. Manage large and complex projects by coordinating work with other City departments as well as other organizations and committees.
7. Ensures fiscal soundness of the division by working with the Director to develop, justify and administer the division's capital and operating budgets, including analyzing expenses and establishing rates and fees to cover incurred costs.

8. Administer contracts; direct and coordinate the work of professional consultants and outside contractors.
9. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations, evaluate staff.
10. In cooperation with the Public Works Director, assist in the strategic planning, coordination and implementation of overall division and departmental policy and administration.
11. Assume the role of the Public Works Director in his/her absence.
12. Provide division leadership.
13. Oversee the division occupational safety and health program and assure compliance with associated laws and regulations.
14. Assure division activities comply with pertinent Federal, State and local environmental rules and regulations.
15. Establish a cooperative and collaborative relationship with employee labor organizations.
16. Manage by example and by creating a value-driven organization emphasizing communication and collaboration.
17. Ensure division programs utilize Best management practices and current technology.
18. Develop training programs for division functions to ensure up-to-date skills and services.
19. Research and prepare technical and administrative reports; prepare written correspondence with clearly organized thoughts using proper sentence construction, punctuation and grammar.
20. Communicates orally with customers, clients or the public in face-to-face one-on-one settings, on the telephone or in large public meetings. This may include interviewing, giving verbal assistance, counseling, advice and explanations.
21. Enters and/or retrieves data or information into or from a terminal, PC or other keyboard device.
22. Makes prompt and effective decisions in both routine and emergency situations.

23. Attends evening meetings and/or works various shifts, including nights, weekends and holidays.
24. Perform duties of City Engineer.
25. Coordinates and represents operations, programs and policies with Council, commissions, management, staff, business and the community.
26. Performs other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of public works management including civil and traffic engineering, assessment district formation and financing, development review, construction contract administration and inspection, capital budget preparation and projects management; principles and practices of policy development and implementation; principles and practices of business correspondence and report writing; pertinent, local, State and Federal laws, rules and regulations, e.g., CAL-OSHA, CEQA, Subdivision Map Act, Streets and Highway Code; budgeting procedures and techniques; principles and practices of organization, administration, budget and personnel management and principles and practices of organizational development.

Ability to: Organize, direct and implement a comprehensive engineering services program; manage complex administrative and engineering contracts; prepare and administer an operating and capital budget; supervise, train and evaluate staff; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; negotiate and manage professional consulting service contracts.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Minimum Requirement: A bachelor's degree in civil engineering or related field and five years of increasingly responsible experience in the management of municipal public works programs, three years of which must have been at a supervisory or management level.

Recommended: Completion of a master's degree in engineering, business administration, or a related field is highly desirable.

**Position Title:** Assistant Public Works Director/City Engineer

Page 4

**Required Licenses or Certificates:** Possession of a valid California driver's license; possession of a California Certificate of Registration as a professional civil engineer.

Established September 1998

Revised July 27, 2007

CLASS SPECS

CS212-M^